

GRADUATING STUDENT

WTAMU Box 60728 • Canyon, Texas 79016 • (806) 651-2345 • yourname@hotmail.com

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for our database. It may contain up to 4 parts: (1) position level (i.e., professional, full time, *not entry-level*), (2) function/title (i.e., management trainee, auditor, etc.), (3) skills you plan to use, and (4) type or name of business or industry (i.e., agriculture, retail sales, etc.)

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 (include if > or = 3.0) May 201X *anticipated*

SUMMARY OF QUALIFICATIONS [*or* PROFILE]

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Can use subheadings if appropriate, i.e., computer skills, customer service skills, etc.
- Qualifications are more experience-based whereas Profiles are more personal attributes
- Be creative!

WORK HISTORY [*or* EXPERIENCE]

Name of Business City, State
Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better?
- A bullet statement can also be used here to detail job duties you performed that may not be expected based on your job title.

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS [*or* INVOLVEMENT]

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

REFERENCES *(Optional, don't include unless you need to fill the space)*

Available upon request

SOCIAL BUFF

101 Main Street. * Lubbock, TX 79494 * (806) 555-5555 * social_buff@hotmail.com

OBJECTIVE

To obtain a position as a caseworker with Texas Panhandle Mental Health Mental Retardation where my interpersonal skills, case management experience and strong work ethic will add value to operations

EDUCATION

West Texas A&M University Canyon, Texas
Bachelor of Science in Social Work GPA 3.869/4.0 May 200x

QUALIFICATIONS

- Proven ability to assist a wide range of individuals through direct interaction in a private or social setting
- Sensitive to the needs of others
- Able to enable and teach others how to overcome their obstacles
- Skilled at identifying client needs and matching with available community resources
- Optimistic even in the midst of stressful situations
- Strong written and verbal communication skills
- Energetic and friendly individual with strong people skills
- Self motivated and goal oriented with well developed organizational skills
- Fast learner, eager to master new skills and concepts

RELEVANT WORK EXPERIENCE

Lubbock ISD Lubbock, Texas
Social Work Field-Placement Student January 200x-present

- Observe the Parent-Liaison perform daily duties
- Provide needed resources to students, teachers, and parents
- Organize and deliver awareness programs in student classrooms
- Presented workshops to students in the Alternative Education Program and In School Suspension about positive choices and life skills

Canyon After School Program Canyon, Texas
Head Teacher January 200x-December 200x

- Ensured that Minimum Standards for Day Care Centers were met or exceeded

Playhouse Day Care Center Canyon, Texas
Day Care Worker Summers 200x & 200x

Camp Exodus Waxahachie, Texas
Camp Counselor May 200x-July 200x

Prairie House Living Center Plainview, Texas
Activities July 199x-August 200x

- Tended to immediate non-medical needs of residents
- Compiled weekly activity progress reports

ACTIVITIES AND HONORS

Phi Slamma Jamma, President Assisted Living Center volunteer
Social Work Club member WTAMU Work-A-Thon volunteer
Susan G. Komen Race for the Cure volunteer Adopt-a-Highway clean-up volunteer
City Mission volunteer

TENNIS BUFF

#1 Buffalo Trails Drive ✧ Canyon, Texas 79015
(806) 555-5555 Phone ✧ (806) 555-9999 Fax ✧ tbuff22@yahoo.com

FOCUS

To obtain a professional position where my teaching experience and technology skills will be utilized

EDUCATION

M.Ed., West Texas A&M University, Canyon, Texas, May 200x *expected*
M.S. in Mathematics, North Texas State University, Denton, Texas, May 200x
B.S. in Mathematics, Texas A&I University, Kingsville, Texas, May 199x

SKILLS AND ABILITIES

- 16 years experience designing and implementing competitive tennis programs at a variety of institutions from country clubs to private schools
- Experienced supervisor, capable of interacting with individuals from diverse backgrounds
- Capable of planning and implementing training programs dealing with a wide range of topics from xyz to abc
- Unique ability to promote success and achievement in others, able to encourage and motivate
- Proficient at research, editing and proofreading
- Possess strong presentation skills, robust organizational, planning and oversight skills

WORK HISTORY

Logistics Officer	200x – present
Career Counselor	199x – 200x
U.S. Naval Reserve	USA, Korea & Iraq
Secondary Math Teacher	199x – 200x
Wyndham School District, Clements Unit	Amarillo, Texas
Secondary Math Teacher and Tennis Coach	199x – 199x
Smalltown ISD	Amarillo, Texas
Amarillo Academy of Athletics	Amarillo, Texas
Tennis Professional	199x – 199x
Big Bucks Country Club	Amarillo, Texas

COMMUNITY SERVICE

- Lions' Club, Vice President, Sergeant-at-Arms
- American Cancer Society Board Member, Greater Amarillo/Canyon Chapter
- West Texas A&M University Homecoming Committee
- Adopt-a-Highway clean-up participant

FORMER STUDENT

609 NE 55th Avenue
Canyon, TX 79015
(806) 555-5555
jon_doe@aol.com

CAREER TARGET

To obtain the Project Manager position with Bell Helicopter

EDUCATION

B.B.A.- Business Administration *GPA 4.0/4.0*
West Texas A&M University

August 200x
Canyon, Texas

SUMMARY PROFILE

An ambitious, energetic individual with strong communication skills and outstanding managerial experience. Extraordinary inventory and production control skills. Team-builder able to work closely with others or individually. Able to obtain integrative resolutions of conflicts with employees and customers. Highly motivated worker able to learn new processes quickly and completely. Extensive knowledge of Word, Excel, Power Point, and other business software. Professional presentation abilities. Dedicated to training and motivating leaders to work as a team in order to secure the success of the program.

EXPERIENCE

Options-R-Us
Optical Manager

Amarillo, TX

November 200x to present

- Develop employee schedules, productivity reports, new product proposals
- Effectively organize inventory to produce quicker turnover
- Increased average sale by 26% and profits by 19% in first year of employment

Denton Regional Opticians
Optical Manager

Denton, TX

August 199x to August 200x

Lens crafters
Lab Manager

College Station, TX

January 199x to August 199x

HONORS

President's List
Beta Gamma Flamma

Dean's List
Hoosier Memorial Scholarship

COMMUNITY INVOLVEMENT

Chamber of Commerce volunteer
Church Choir member

Rotary Club
Toastmaster's Club

IMA CHEMIST, JR.

47 S. Division St. ♦ Amarillo, Texas 79999 ♦ (806) 555-1234 ♦ ic_buffalo@mail.net

OBJECTIVE	To acquire a chemistry position where my scientific experience and leadership ability will be utilized.	
SUMMARY	Scientific Skills and Abilities <ul style="list-style-type: none">▪ Experience with Gas Chromatography/Electron Capture/Mass Spectrometry/, Automated Thermal Desorption (ATD), Atomic Adsorption, Solid Phase Micro Extraction (SPME)▪ Proficient on Microsoft Word, Excel, & Power Point Leadership Traits <ul style="list-style-type: none">▪ Able to accept responsibilities and successfully face new challenges▪ Consistently called upon to lead in social, community, and civic organizations▪ Insightful and perceptive on the dynamics of group interactions▪ Skilled in organization, time management, leadership, and communication Personal Convictions <ul style="list-style-type: none">▪ Possess high level of honesty and integrity▪ Committed to treating people fairly▪ Flexible team player with the desire to accomplish goals and achieve success	
FORMAL TRAINING	WEST TEXAS A&M UNIVERSITY Master of Science in Chemistry Bachelor of Science in Agriculture	Canyon, Texas May 200x, <i>anticipated</i> August 200x
WORK EXPERIENCE	WEST TEXAS A&M UNIVERSITY <i>Graduate Assistant, Chemistry</i> Instruct Freshman Chemistry class and lab as well as an Analytical Chemistry lab. Keep chemicals in stock and categorized by MSDS. Create exams and prepare each lab. Maintain analytical equipment UV/VIS, IR, FAA, and GC/MS <i>Research & Analysis, Environmental Department</i> Analyze water samples using Gas Chromatography/Electron Capture Detection. Collect water samples around the Texas Panhandle to determine the concentration of Atrazine. Responsible for writing summary of conclusions for use by top-level executives.	Canyon, Texas Jan. 200x~Present Aug. 200x~Sept. 200x
	BWXT PANTEX <i>Internship</i> Develop method for enhanced chemical reactivity testing (CRT). Determine retention times for instrumentation. Package high explosives under supervision	Amarillo, Texas Summer 200x
	TEXAS A&M RESEARCH & EXTENSION CENTER <i>Research & Analysis</i> Collect air and water samples to determine the concentrations of particulate matter and volatile gases. Collect air samples via Solid Phase Micro Extraction (SPME) and sorbent tubes.	Hico, Texas Aug. 200x~May 200x
HONORS & ACTIVITIES	US Department of Energy Technical Scholarship recipient Outstanding Chemistry Student, Spring 200x American Chemical Society Dean's List President's List Tri-Sigma Honor Society Salvation Army Angel Tree volunteer	

IMA TARGETED

WTAMU Box 60728 ✧ Canyon, Texas 79016 ✧ (806) 651-2345 ✧ wtcareer@wtamu.edu

OBJECTIVE

To obtain the position of Affiliate Support Manager with Habitat for Humanity International using my communication and problem-solving skills

EDUCATION

West Texas A&M University Canyon, Texas
Bachelor of Arts in Speech Communication GPA 3.65/4.0 May 201x

SUMMARY OF QUALIFICATIONS

- Outstanding communication and presentation skills; experienced in writing news releases and developing marketing materials; strong public speaking and presentation skills
- Skilled at formulating strategies, objectives and programs to optimize productivity and outcomes
- Capable of quickly analyzing challenges and implementing solutions
- Managed multiple site locations effectively developing strong self directed and cross functional teams
- Demonstrated commitment to organizational goals
- Strong computer skills including word-processing, spreadsheet, web design, and database software

WORK HISTORY

WTAMU Office of Communication Services Canyon, Texas
Intern June 201x - present

- Wrote over 50 news releases regarding various campus activities and functions
- Authored 5 newspaper columns which dealt with daily university life

Pak-A-Sak Convenience Stores Canyon, Texas
Administrative Assistant to Owners May 201x --present

Lowe's Pay-n-Save Grocery Canyon, Texas
Cashier May 200x-May 201x

- Trained all new cashiers in computerized checking system and customer service expectations of company

ACTIVITIES and HONORS

Dean's List President's List
President's Ambassadors member Work-A-Thon volunteer
Adopt-A-Highway volunteer Big Brothers Big Sisters mentor
Alpha Alpha Alpha Honorary Speech Fraternity

References Available Upon Request

JONATHAN DOE

WTAMU Box 60728 ♦ Canyon, Texas 79016
(806) 651-2345 ♦ joedoe@hotmail.com

OBJECTIVE

Seeking a professional position as an Assistant/Associate County Agent which will utilize my communication and management skills as well as my experience in the agricultural field

EDUCATION

West Texas A&M University Canyon, Texas
B.S. in Agriculture Business & Economics GPA 3.4/4.0 May 201x *expected*

Clarendon College Clarendon, Texas
A.S. in Feedlot Management GPA 3.2/4.0 August 201x

QUALIFICATIONS

- Experienced at planning, managing, and supervising events for agricultural clubs
- 6 years experience in 4-H competition
- Possess a high level of energy coupled with enthusiasm and dedication for the development of youth
- Able to take charge; pinpoint problems and initiate creative solutions
- Outstanding communication skills with the ability to interact effectively with a wide range of ages and personalities
- Effective public speaker, comfortable speaking to and leading both large and small groups

EXPERIENCE

MacDonald Farms Hereford, Texas
Farm Manager October 201x – present

- Implemented hydroponic produce facility
- Collaborating with university researchers on fly and dust reduction in livestock production
- Develop and refine marketing strategies to sell agricultural products to wholesale buyers

South Fork Ranch Tours, Inc. South Fork, Colorado
Wrangler Summers 200x and 201x

HONORS AND ACTIVITIES

Dean's List 4-H Scholarship recipient
WTAMU Rodeo Team Farm & Ranch Club
Ag Executive Council, *President* Buff Branding Counselor

REFERENCES AVAILABLE UPON REQUEST

General Guidelines for Resumes

1. Try to keep to ONE PAGE, most soon-to-be college graduates can easily do this. If you go to a 2nd page, it does not have to fill the page but do know that this information may be skipped over by a potential employer.
2. Do NOT use any of the templates from your word processing package! While it may seem to make the resume writing easier, it is EXTREMELY difficult to make changes or fine-tune a resume that is written in a template. Take the time now to construct it in MSWord following our format and it will save time in the long run.
3. Use approximately 1" margins on all 4 sides, can go as low as .8" or as high as 1.2" if necessary to fit information attractively.
4. Do not use too many different font styles – choose one or two at most and use them throughout your job search correspondence, you can, however, mix sizes. Don't use larger than a 12 point nor smaller than a 10 point for the body of your résumé. Can use slightly larger (i.e., 14) for section titles or even 16-18pt for name.
5. Name and section titles should be slightly larger, all capital letters and bold type.
6. Reference names and addresses are not included on the resume. Your reference sheet is a completely separate document. We recommend that your reference sheet have the same header as your resume, however.
7. Use *resume paper* for your final copies to mail or take to an interview. We suggest white or ivory/eggshell/off-white. These colors are the most professional.
8. Additional help with resume writing as well as all aspects of the job search is available from our office. Please contact us with questions.
9. Utilize your network! If you have a contact within the organization where you are sending the resume, use their expertise to ensure you meet or exceed the expectations of the company.

Font styles shown on this page:

#1 is Arial; #2 is Verdana, #3 is Lucida Sans; #4 is Times New Roman; #5 is Bookman Old Style, #6 is Trebuchet MS; #7 is Century Gothic, #8 is Garamond and #9 is Callibri. The title is Copperplate31ab and is only appropriate for names and section titles. We encourage you to experiment, but don't get too wild. Make sure the font is readable and photocopies well. A good rule of thumb is not to use a font whose letters touch one another (*such as a script*.) Also be careful when you are emailing your resume. It is best to email as a .pdf file but if this is not possible or the employer requests a specific file format, be sure your document is in a standard font (Arial, Times, Callibri, etc.) that the recipient is sure to have installed on his/her computer.



(806) 651-2345
www.wtamu.edu/career
located in the Student Success Center Suite 113